

Tempe Fire Department Policies and Procedures
Station Log Books
104.06
Rev 7-1-82

PURPOSE

A log book is maintained in each fire station to record specific activities of ALL units and personnel assigned to the station on a continuing basis. Any events or occurrences pertaining to Tempe Fire Department personnel, property, equipment, or programs, which may need to be referenced in the future, shall be recorded in the log book. The log book should contain the significant details of any entry. A primary benefit of maintaining a log book is a standard communications medium between shifts and companies where significant occurrences from the preceding shift, etc., can be referenced.

GUIDELINES

Log book entries shall be legibly handwritten in standard journals. All entries shall be in blue or black ink and will be made chronologically with the time entered in 24-hour notation in the margin.

Day and Date

The day and date shall be entered at the top center of each page or two spaces below the closing entry for the preceding shift. Example: Monday, July 25, 1982. The new day and date are entered into the book prior to the beginning of a new shift at 0800 hrs.

Roll Call

The first entry of the shift should be the roll call. The time 0800 is placed in the margin, followed by the shift and the names of all on-duty personnel. Time trade and fill-in personnel will be noted. All names shall be entered by rank and last name. If any change is made in the personnel on-duty during the shift, the time, name(s), and circumstances shall be entered.

Routine Activity

Certain types of routine and non-emergency activity shall be entered in the log book. This includes any repairs, changes, or modifications to apparatus equipment or facilities, and out-of-service time due to mechanical problems or similar occurrences. Any "inventoried" equipment not on the unit at end of shift will be noted. Any problems or unusual situations should also be noted, such as, equipment sent in for repair.

Example:

1100 E276 Unavailable to Radio Shop. Installed new antenna (45 minutes).
1300 Captain Rice to Mesa for Supervision Class.
1430 Engineer Hager cut index finger on right hand while cleaning smoke ejector on L271.
1535 Building Maintenance at station to fix kitchen sink.
1710 Captain Rice back in quarters.
1745 Mechanic in quarters to repair oil leak. LT271 unavailable for 15 minutes.
1800 FF Rousch in for time trade with FF Watson – 4 hours.
2200 FF Watson returned – FF Rousch released.

Injuries to Fire Department Personnel

Any injury sustained by Fire Department personnel shall be completely described in the log book. This shall include time, person injured, and a brief description of injury.

Unusual Circumstances or Incidents

The details of any unusual situation or incident such as damage or loss of City equipment, accidents, encounters with hostile civilians, during routine or emergency situations, or any similar activities must be entered in detail in the log book.

Emergency Incidents and Routine Movement of Apparatus

Entries will not be made when apparatus leaves quarters or returns to quarters following emergency incidents or routine company activities. Unusual occurrences during these activities should be recorded as previously indicated.

Responsibility

The responsibility for log book maintenance lies with the company officer. At the conclusion of each shift, it is the company officer's responsibility to make a last entry for the shift, noting that the log is complete, followed by his signature.